

FAX/SPEED POST  
OFFICE OF THE CIA (FYS), 10 A, S.K. BOSE ROAD,  
KOLKATA - 700 001

NO. CIA (Fys)/Consol/159/XXIX

Date: 05.08.2015

To

All IAOs

*CIA (Fys) may kindly see through*

Subject: Annual Audit Programme for 2015-16.

*R/A* → Reference: This office letter no. CIA (Fys)/Consol/159/XXVIII dated 19.06.2015.

The Annual Audit Programme 2015-16 (**Annexure 'A'**) for audit of Ordnance Factories duly approved by the HQrs. Office is enclosed herewith for your information and compliance. The mandays approved may be utilized judiciously in carrying out audit of Risk Areas for 2015-16 and audit of items as contained in Annexure 'C' to GOI, MOD, Department of Defence Production letter No. 1(28)/2005/ D (prod) dated 11.08.2005.

In addition to six Risk Areas circulated vide <sup>more</sup> this office letter no. CIA (Fys)/Consol/159/XXVIII dated 19.06.2015, CGDA office has added five Risk Areas to be taken up for audit during 2015-16. The list of these Risk Areas is enclosed at **Annexure 'B'**. Audit of Risk Areas for 2015 -16 may be carried out with reference to various manuals like Internal Audit Manual, Office Manual Part VI, FR Part I Vol. I, GFR etc.

It is the responsibility of in-charges of the IA Cell(s) concerned to ensure that the audit of the Risk Areas is completed on priority and as per the time schedule.

It is, further stated that as far as practicable, the office remains open on all the working days during the year.

Also find enclosed copy of approved mandays in r/o IAOs/AIAOs (**Annexure 'C'**).

It may be seen from the mandays approved that there is deficiency in the posted strength of officers/staff in the organization. It is, therefore, requested to complete the audit work with the existing officers / staff by putting extra efforts and utilizing the mandays in the most judicious manner.

Please acknowledge receipt.

Enclosures: As above

*[Signature]*  
Sr. IAO (Fys)

*[Signature]*  
05/08/15

